

**LOUISIANA DEPARTMENT OF  
AGRICULTURE AND FORESTRY**

**LOSS PREVENTION PROGRAM**

**CHAPTER FIVE**

**EQUIPMENT MANAGEMENT PLAN**

## **Chapter Five. EQUIPMENT MANAGEMENT PLAN**

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## **Section I. LDAF EQUIPMENT MANAGEMENT POLICY**

The LDAF maintains a physical presence throughout the state, principally through its employees and the agricultural and forestry programs they administer. Just as salient are the facilities, buildings and offices that are used to accommodate such programs, provide our staff with a productive workplace, and receive the public. If the LDAF is to efficiently accomplish its mission, we must take reasonable and practical steps to conserve our fixed assets, including all related apparatus such as mechanical and electrical equipment.

The LA Office of Risk Management (LA ORM) requires all state agencies to implement a comprehensive Equipment Management Plan (EMP) to promote effective maintenance operations within their facilities. An effective EMP can result in lowering the high cost of insurance, reducing the number of unplanned outages and extending the life of the LDAF's mechanical and electrical equipment. It is recognized that the size, nature and complexity of an operation dictate certain maintenance requirements. Accordingly, applicable systems shall be monitored so that temperature, humidity, plumbing, lighting, air quality, emergency and safety equipment are maintained at acceptable levels.

Therefore, the provisions of the EMP that are set forth herein, and whenever amended or supplemented, shall have full force and effect hereafter and the officers and employees of the LDAF shall be subject thereto and bound to its plans, procedures, practices, rules and standards. Further, certain provisions excepted whenever so noted, the EMP supersedes and replaces the provisions set forth in any and all policies, guidelines and directives which are in conflict therewith or which have been reenacted by this EMP, and such provisions are hereby repealed and have no further force or effect.

Inquiries, clarifications, requests for information, and correspondence relating to the provisions of the EMP may be made by way of email to Safety Program (as named on the LDAF 'Outlook' email address listing) or to [SafetyProgram@LDAF.LA.GOV](mailto:SafetyProgram@LDAF.LA.GOV); fax transmission to (225) 922-1253 – Attention: Safety Program; or U.S.P.S. mail to LDAF Safety Program, P.O. Box 631, Baton Rouge, LA 70821-0631.

Thus done this 14<sup>th</sup> day of August, 2009, in Baton Rouge, LA

Mike Strain DVM  
Commissioner

## **Section II. ASSIGNMENT OF RESPONSIBILITIES**

### **1. Commissioner**

Pursuant to the authorities set forth in law, the Commissioner approves the EMP, provides for its implementation and administration, and selects and assigns LDAF employees with suitable knowledge, skill and abilities to act as the Agency Administrator, LDAF Facility Manager and LDAF Facility Records Custodian.

### **2. Agency Administrator**

As such relates to all LDAF-owned facilities, buildings and offices, and the mechanical and electrical equipment therein or otherwise made a part thereof, the Agency Administrator ensures the organizational effectiveness of the EMP. Pursuant thereto, the duties of the Agency Administrator shall include, but not limited to, the following:

Provides for the implementation of the EMP and directs and supervises the administration of the EMP and each and every plan, procedure, practice, rule and standard established with regard thereto.

Reviews and approves plans, procedures, practices, rules and standards which may be necessary for the cost-effective implementation of the EMP.

Reviews and recommends expenditures to maintain LDAF-owned facilities, buildings and offices, which shall include all related mechanical and electrical equipment.

Generally supervises the administrative performance of the EMP and participates accordingly therein.

### **3. LDAF Facility Manager**

The LDAF Facility Manager shall have general supervision of the implementation of the EMP and all related plans, procedures, practices, rules and standards. Pursuant thereto, the duties of the LDAF Facility Manager shall include, but not limited to, the following:

Develops plans, procedures, practices, rules and standards which may be necessary for the cost-effective implementation of the EMP.

Provides for the periodic and systematic inspection, review and/or evaluation all LDAF-owned facilities, buildings and offices, and the mechanical and electrical equipment therein or otherwise made a part thereof.

Develops cost estimates whenever necessary to maintain, repair, restore and/or replace LDAF-owned facilities, buildings and offices, including all related mechanical and electrical equipment.

Develops and maintains a site-specific inventory of all mechanical and electrical equipment that may be subject to the provisions of the EMP. Any such listing shall include the name of the equipment and its location, and model, serial and property control numbers.

Develops and maintains a preventive maintenance schedule and procedure for each piece of mechanical and electrical equipment that may be subject to the provisions of the EMP. Any such schedule shall list the frequency the preventive maintenance tasks are to occur, and said procedure shall address the tasks to be completed, the appropriate trade skill required to perform each task, and the duration of time that may be required to accomplish the task.

Develops and maintains a testing schedule and procedure for each applicable piece of mechanical and electrical equipment that may be subject to the provisions of the EMP. Any such schedule shall list the frequency the testing is to occur, and said procedure shall address the test(s) to be completed, the appropriate trade skill required to perform the test, and the duration of time that may be required to accomplish the test.

Provides for the preventive maintenance, testing, repair, restoration and/or replacement of or within LDAF-owned facilities, buildings and offices, including all related mechanical and electrical equipment that may be subject to the provisions of the EMP.

Develops and maintains a system of work orders, with sufficient documentation, as to the (1) preventive maintenance, repair, restoration and/or replacement of or within LDAF-owned facilities, buildings and offices, including all related mechanical and electrical equipment that may be subject to the provisions of the EMP, and (2) inspection and testing efforts and activities set forth in or otherwise contemplated by the provisions of the EMP; and makes all such work orders and documentation readily available for inspection, review or auditing by authorized officials.

Ensures that each and every employee who may be required to perform any task, duty or responsibility that is set forth in or otherwise contemplated by the provisions of the EMP, is properly trained to do so and is familiar with and has access to the provisions of the EMP, as well as each and every plan, procedure, practice, rule and standard to which the employee may be subject. Such training also shall relate to contingency safety procedures with respect to monitoring workplace environmental conditions, catastrophe first response, first-aid and rescue.

Provides for the establishment of safe work conditions and processes with respect to an employee's performance of any task, duty or responsibility related to mechanical or electrical equipment that may be subject to the provisions of the EMP. Such safe work conditions and processes shall be the result of (1) a risk assessment of the subject piece of mechanical and electrical equipment, (2) the elimination of any and all likely hazards, (3) training the employee on the use of prescribed personal protective equipment that is supplied free-of-charge by the LDAF, (4) the implementation, whenever necessary, of an equipment-specific lock-out/tag-out procedure established by the LDAF Facility Manager and (5) the implementation, whenever necessary, of a confined-space procedure established by the LDAF Facility Manager.

Requires vendors, contractors and other 3<sup>rd</sup>-party personnel to conduct their work tasks in a safe

and efficient manner within any LDAF-owned facility, building or office.

Prohibits the use of any mechanical or electrical equipment that is not in proper and safe operating condition, and takes a necessary course of action to ensure that any such deficient equipment poses no risk of harm to others, which preemptive effort shall include the lock-out/tag-out of any mechanical or electrical equipment that may pose a hazard to safety.

Provides for or otherwise facilitates the requisite periodic inspection of LDAF-owned boilers and elevators, and ensures that all relevant commercial and regulatory licenses, certifications and permits are acquired and current.

Acts as the LDAF point of contact for all matters which may relate to the inspection, preventive maintenance, testing, repair, restoration and/or replacement of or within LDAF-owned facilities, buildings and offices, including all related mechanical and electrical equipment that may be subject to the provisions of the EMP.

Performs related tasks, duties and responsibilities as assigned by the Agency Administrator.

#### **4. LDAF Facility Records Custodian**

Under the direction and supervision of the LDAF Facility Manager and in a manner and to the extent set forth herein below, the duties of the LDAF Facility Records Custodian shall include, but not limited to, the following:

Provides for the procurement, receipt, review, maintenance and custody of all documentation, work orders, inspection certificates, permits, testing certifications, records, forms, reports, schedules, inventory listings, workplace and work task assessments, training records, etc. as required or otherwise contemplated by the provisions of the EMP, and makes such records available for inspection, review or auditing by authorized officials.

All such documentation and work orders relating to the preventive maintenance, testing, inspection, repair, restoration or replacement of a LDAF-owned facility, building or offices shall be retained for no less than three years from the date on which such activity was completed.

All such documentation and work orders relating to the preventive maintenance, testing, inspection, repair, restoration or replacement of mechanical and electrical equipment subject to the provisions of the EMP shall be retained for the useful life of such equipment, plus the first year subsequent thereto.

All such documentation relating to workplace and work task assessment or the training of an employee with respect to the use or operation of mechanical or electrical equipment shall be retained for no less than three years from the date on which such assessment or training was completed.

Performs related tasks, duties and responsibilities as assigned by the LDAF Facility Manager.

## **5. Safety Director**

The Safety Director has principal responsibility for the overall development of, and any necessary revision to the EMP. Pursuant thereto, she/he maintains open communication with the Agency Administrator, and assists in carrying out the respective duties and responsibilities thereof. The duties of the Safety Director shall include, but not limited to, the following:

Develops the EMP and revisions thereto for review and approval by the Commissioner.

From time-to-time inspects, reviews and audits the documentation, work orders, inspection certificates, permits, testing certifications, records, forms, reports, schedules, inventory listings, workplace and work task assessments, training records, etc. required or otherwise contemplated by the provisions of the EMP, and reports her/his findings to the Agency Administrator and/or Commissioner.

## **6. Employees**

The duties of each employee shall include, but not limited to, the following:

Uses or operates mechanical or electrical equipment whenever (1) authorized by the LDAF Facility Manager or his designee pursuant to the provisions of the EMP, (2) directed by a supervisor to do so, (3) the employee has sufficient training to safely and efficiently use or operate such equipment, (4) she/he at the outset avails him/herself of all required personal protective equipment, and (5) the conduct of which complies with the provisions of the EMP and all applicable plans, procedures, practices, rules and standards. (Note: For the purpose of the provisions of this Chapter, the use and operation of any mechanical or electrical equipment shall include its inspection, testing, preventive maintenance, repair, restoration or replacement.)

Remains safety conscious and vigilant of hazards whenever using or operating mechanical or electrical equipment, and consistently takes all precautionary measures associated therewith.

Immediately reports to the appropriate authority (e.g., supervisor, LDAF Facility Manager, Agency Administrator, etc.) any unsafe, dangerous or hazardous condition or circumstance with respect to her/his use or operation of mechanical or electrical equipment.

Whenever directed or as otherwise required, prepares, executes and submits to the LDAF Facility Manager any of the documentation that may be required by a provision of the EMP.

Whenever directed or as otherwise required, attends and/or participates in safety training activities related to the use or operation of mechanical and electrical equipment.

Promotes safe and efficient work conditions and processes within all LDAF-owned facilities, buildings and offices, and with all related mechanical and electrical equipment.

Performs related tasks, duties and responsibilities as assigned by her/his supervisor.



## **Section III. EQUIPMENT MANAGEMENT ADMINISTRATION**

### **1. Applicability of Provisions**

The plan set forth herein shall have principal application at all LDAF-owned facilities, buildings and offices and, to the extent that such is reasonable and practicable to apply or adapt, said plan shall have certain application at all other properties, facilities, buildings and offices under the control of or utilized by the LDAF whenever an equipment management plan is required or desired. Nothing herein shall prohibit the EMP from being supplemented for application or adaptation at said other properties, facilities, buildings and offices, however, any such supplemental provision shall have force and effect only after it is approved for implementation by the LDAF Facility Manager.

### **2. Responsibility and Authority of LDAF Facility Manager**

The LDAF Facility Manager is charged with the responsibility to provide for the implementation of the provisions of the EMP and all related plans, procedures, practices, rules and standards. Accordingly, the LDAF Facility Manager, subject to the approval of the Agency Administrator, may issue directives and guidelines to effect the provisions set forth in or otherwise contemplated by the EMP, and all employees shall comply with such.

### **3. LDAF Facility Manager, Power to Delegate**

Subject to the approval of the Agency Administrator, the LDAF Facility Manager may delegate to a member of his/her immediate staff (or any other LDAF employee subject to the approval of the employee's Assistant Commissioner) the performance of certain tasks, duties and responsibilities set forth in or otherwise contemplated by the provisions of the EMP, and such staff member or employee shall proceed accordingly.

### **4. Specific Inventory**

The LDAF Facility Manager shall develop and maintain a site-specific inventory of all mechanical and electrical equipment that may be subject to the provisions of the EMP. Any such listing shall include the name of the equipment and its location, and model, serial and property control numbers.

### **5. Preventive Maintenance Schedule and Procedure**

The LDAF Facility Manager shall develop and maintain a preventive maintenance schedule and procedure for each piece of mechanical and electrical equipment that may be subject to the provisions of the EMP. Any such schedule shall list the frequency the preventive maintenance tasks are to occur, and said procedure shall address the tasks to be completed, the appropriate trade skill required to perform a task and the duration of time that may be required to accomplish each task and the duration of time that may be required to accomplish the task. However, a manufacturer's suggested plan of maintenance or a qualified vendor's preventive maintenance

service plan may be used to achieve this requirement.

## **6. Testing Schedule and Procedure**

The LDAF Facility Manager shall develop and maintain a testing schedule and procedure for each applicable piece of mechanical and electrical equipment that may be subject to the provisions of the EMP. Any such schedule shall list the frequency the testing is to occur, and said procedure shall address the test(s) to be completed, the appropriate trade skill required to perform the test and the duration of time that may be required to accomplish the test. However, a manufacturer's suggested plan of testing or a qualified vendor's equipment testing service plan may be used to achieve this requirement.

## **7. Documentation Required, Retention**

A. A successful EMP provides for the complete and proper documentation of all efforts and activities related to the preventive maintenance, testing, inspection, repair, restoration and/or replacement of or within LDAF-owned facilities, buildings and offices, including all related mechanical and electrical equipment. Accordingly the LDAF Facility Manager shall record or cause to be recorded all such efforts and activities in a manner that provides for its efficacy, and its ready inspection, review and auditing by authorized officials.

B. The LDAF Facility Records Custodian shall provide for the procurement, receipt, review, maintenance and custody of all documentation, work orders, inspection certificates, records, forms, reports, schedules, inventory listings, workplace and work task assessments, training records, etc. as required or otherwise contemplated by the provisions of the EMP, and make such records available for inspection, review or auditing by authorized officials.

1. All such documentation and work orders relating to the inspection, preventive maintenance, testing, repair, restoration or replacement of a LDAF-owned facility, building or offices shall be retained for no less than three years from the date on which such activity was completed.

2. All such documentation and work orders relating to the inspection, preventive maintenance, testing, repair, restoration or replacement of mechanical and electrical equipment subject to the provisions of the EMP shall be retained for the useful life of such equipment, plus the first year subsequent thereto.

3. All such documentation relating to workplace and work task assessment or the training of an employee with respect to the use or operation of mechanical or electrical equipment shall be retained for no less than three years from the date on which such assessment or training was completed.

4. All such work orders and documentation shall be available for inspection, review or auditing by authorized officials.

## **8. Training**

The LDAF Facility Manager shall ensure that each and every employee who may be required to perform any task, duty or responsibility that is set forth in or otherwise contemplated by the provisions of the EMP, is properly trained to do so and is familiar with and has access to the provisions of the EMP, as well as each and every plan, procedure, practice, rule and standard to which the employee may be subject. Such training also shall relate to contingency safety procedures with respect to monitoring adverse environmental conditions, catastrophe first response, first-aid and rescue.

## **9. Safe Work Conditions and Processes**

The LDAF Facility Manager shall provide for the establishment of safe work conditions and processes with respect to an employee's performance of any task, duty or responsibility related to mechanical or electrical equipment subject to the provisions of the EMP. Such safe work conditions and processes shall be the result of (1) a risk assessment of the subject piece of mechanical and electrical equipment, (2) the elimination of any and all likely hazards, (3) training the employee on the use of prescribed personal protective equipment that is supplied free-of-charge by the LDAF, (4) the implementation, whenever necessary, of an equipment-specific lock-out/tag-out procedure established by the LDAF Facility Manager and (5) the implementation, whenever necessary, of a confined-space procedure established by the LDAF Facility Manager.

## **10. Work Order System Required**

The LDAF Facility Manager shall develop and maintain a system of work orders, with sufficient documentation, as to the (1) preventive maintenance, repair, restoration and/or replacement of or within LDAF-owned facilities, buildings and offices, including all related mechanical and electrical equipment that may be subject to the provisions of the EMP, and (2) inspection and testing efforts and activities set forth in or otherwise contemplated by the provisions of the EMP.

## **11. Other Best Management Practices**

The LDAF Facility Manager shall develop and implement other best management practices whenever required or she/he otherwise deems such to be prudent and necessary. Such required best management practices include equipment-specific lock-out/tag-out procedure and confined-space procedure.

## **12. Conformance with LA ORM Guidelines, Recommendations and Standards**

To the extent that such are reasonable and practicable to apply or adapt, the LDAF Facility Manager shall rely upon the guidelines, recommendations and standards set forth by the LA ORM with respect to its equipment management program.